



St. Charles Public Library
 Temporary Location:
 March 2020-Summer 2021
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 scpld.org

**POLICY COMMITTEE
 BOARD OF TRUSTEES
 ST. CHARLES PUBLIC LIBRARY DISTRICT
 NOVEMBER 30, 2020, 7:00 PM**

The Policy Committee of the Board of Trustees of the St. Charles Public Library District met virtually via RingCentral as allowed by Governor Pritzker’s “Executive Order 2020-07 (COVID-19 Executive Order No. 5)” (16 March 2020) and the Government Emergency Administration Act (Public Act 100–0640; eff. 6/12/20) on Monday, November 30, 2020 at 7:00 p.m. Present: President Robert T. Gephart, Vice-President/Secretary Karen L. Kaluzsa, Treasurer Cynthia N. Steimle, Trustee Shane Hampton, Director Edith G. Craig (in person), and Administrative Assistant Virginia Tsipas. Library staff present: Cheryl Matthews and Sarah Pistilli.

I. Call to Order

Trustee Kaluzsa called the meeting to order at 7:01 pm and established there was a quorum.

II. Communications and Citizen’s Comments – On Agenda Items

No Comments.

III. Review of Meeting Room Policy

Ms. Craig stated that the “Meeting Room” section of the ALA Bill of Rights is used as a guideline in creating a Meeting Room Policy. Administrative Assistants Kimiko Majors and Virginia Tsipas have researched meeting room policies of other libraries and other community groups to bring proposed changes to Ms. Craig. The Equality, Diversity & Inclusion (EDI) Committee reviewed the Meeting Room Policy to provide their perspective for an inclusive environment. Ms. Craig has taken all of this information into account when finalizing the draft policy before the Committee.

Ms. Craig reviewed all updates to the proposed Meeting Room Policy with the Committee, including formatting, clarification and grammatical revisions.

Within the opening paragraph, verbiage was revised to incorporate organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious or political activities. Trustee Kaluzsa asked for clarification of requiring groups to meet American with Disabilities Act (ADA) accommodations. Ms. Craig stated renters are responsible to provide accommodations to meet ADA requirements such as hiring their own interpreter, if one of their participants has made that request. This verbiage is in the current policy, but the statement was moved to the beginning of the policy as a recommendation from the EDI Committee to show

inclusivity. Trustee Steimle questioned if the Library provided interpreters for Board meetings. Ms. Craig stated the Library has an assistive listening device for the public to use if a request is made. She has not had such a request, and further stated we have provided captioning for online meetings. Ms. Craig stated requests for accommodations for an interpreter must be made 48 hours in advance of programs/meetings as listed in our "Service to Patrons with Disabilities" policy. Assistive listening devices will be provided in all meeting rooms in the remodeled Library. Trustee Hampton stated Google Meetings and Zoom provide this option. Ms. Craig stated that RingCentral also has that capability within settings. The Trustees agreed that the ADA statement should be placed in its original location at the end of the policy.

The priority of groups listed to reserve meeting rooms was revised to move non-profit groups before local for-profit groups. Trustee Gephart asked for clarification of difference between service organizations and community groups. Service organizations are defined as those groups that charge membership dues and community groups are defined as book clubs and support groups, etc. A Community group reserving our meeting rooms must apply as a Library card holder.

Trustee Steimle questioned the reason for the priority list of groups. Trustee Hampton asked if an existing reservation would be canceled if a higher priority organization later requested that same date and room. Ms. Craig said no, this is not the practice. The priority list applies in reserving space but not once a meeting room has been reserved. For as long as she has been at the Library, we have never canceled a meeting. There have been a couple times when an already reserved meeting room is needed for a Board Committee meeting. In those cases, we have moved the group to a different room. The reservations are on a first come, first serve basis.

Trustee Steimle stated she does not see the need for the priority list. Trustee Hampton said it is good to have this priority list in the policy in case a group has a question about its reservation. Ms. Craig will research the origin of this priority list and make sure that the Library's liability is not compromised. Ms. Craig will provide updated information to the Committee.

Ms. Craig stated there was a list of "Exclusions" on page two and rather than have negative verbiage at the beginning, she moved and reworded the statements further down in the policy.

Trustee Kaluzsa asked what groups would not need to be a Library card holder. Ms. Craig stated the local government agency group would not be required to be a Library card holder. Trustee Steimle asked for clarification of local government agency. Ms. Craig stated "local" refers to the St. Charles Public Library District and groups or agencies which are either located in the District and/or benefit primarily District residents.

Ms. Craig went over the fee structure. Trustee Kaluzsa asked why homeowner associations were broken out as a separate category. Ms. Craig stated that the meeting rooms are used widely by homeowner associations and they did not fit into an existing category. Trustee Hampton stated his homeowner association is a 501(c)(3). Ms. Craig stated she was unaware some homeowner associations were 501(c)(3) groups. She will look further into the homeowner association group and bring more information back to the Committee.

Ms. Craig stated there is a new category for group/recitals with piano accompaniment and for music recitals without piano accompaniment. The current policy states that the majority of recital pupils must live in the Library District. This specification is difficult to monitor. In order to encourage the arts, two categories were created for the music recital groups. The music teachers could be considered a for-profit group, but if they were placed in the local for-profit category, their recital fees would be close to \$225, compared to what they currently pay at \$150. With the new room rental fee for group/recitals with piano accompaniment, \$75 of the \$100 room rental fee will be directed to the St. Charles Public Library Foundation to continue to support the Classical Music Series. The grand piano is tuned twice a year by the Library. If a renter specifically requests the piano be tuned directly before their recital, the renter will pay the cost of piano tuning, which is approximately \$100.

All meeting rooms will be equipped with top of the line equipment and very expensive software. The IT staff will be responsible for setting up and taking down IT equipment if it is requested by a renter. There will now be a \$15 fee for use of and assistance with IT equipment. Trustee Hampton asked if the Library would be paying overtime for IT staff to assist renters with equipment during non-library hours. Ms. Craig said no, this assistance is within Library hours. However, the IT staff will be taken away from their regular tasks to assist with the IT equipment in the meeting rooms. Trustee Hampton said this is something to monitor. He further stated that in the corporate world, fees related to IT equipment are very expensive. Ms. Craig stated we will monitor the fees and the use of IT equipment in the meeting rooms.

The Hours of Meeting and Fees sections were moved further up in the policy for formatting purposes. For Attendance capacities in each meeting room, a table was created to make it easier to read. Kitchen features will be further defined as the construction is completed.

The Equipment table was updated with the new equipment that will be in the meeting rooms. Trustee Kaluzsa asked that "n/a" be removed to clean up the table as she felt it wasn't needed. The table will be updated closer to the completion of the construction.

In the Kitchen Use section, Trustee Kaluzsa asked that the statement "outside electrical equipment" be clarified to "outside electrical kitchen equipment", as many renters will be bringing in their laptops.

The Restroom Facilities section has been revised to include that a gender-neutral/family restroom will be available with an adult changing table. This information will benefit someone assisting an elderly parent, someone with dementia or someone in a wheelchair. The Fox Valley Special Recreation Association served as a focus group in 2019 to recommend building designs that would make people with disabilities feel welcome. The adult changing table was a feature they asked to be considered. Currently there are no community rooms in St. Charles where someone can bring a student in a wheelchair who needs assistance in the restroom. We would be the first in our community to offer this amenity for people with special needs. Trustee Kaluzsa asked if baby changing tables would be provided in the restrooms. Ms. Craig stated yes, those are required with every public restroom. Verbiage will be added to the policy that baby changing tables will be provided.

Addendum I states rules and fees for reserving study rooms. Ms. Craig is talking with the Director of Literacy Volunteers Fox Valley to be sure the Library is providing relevant space for their meetings. This addendum is still a work in progress.

Ms. Craig mentioned that when she was hired, the Board was interested in researching the possibility of serving alcohol for library sponsored events. Other libraries allow alcohol to be served at some programs. Ms. Majors researched the requirements and found that the Library could obtain a liquor license to hold up to 12 events a year, with each event requiring a separate application. The Library would hire an outside business to serve the alcohol at our events, as they would have liquor liability insurance and certifications. There is a host clause in the Library's current liability insurance that would cover these events at no additional cost. Guests would be limited to two drinks per event. We would not be allowed to sell alcohol.

Trustee Kaluzsa asked if anyone had asked to hold an event with alcohol. Ms. Craig had not received any requests here, but groups like the 100 Women Who Care like to have their meetings in locations where wine is served. Trustee Gephart asked if the Rotary Club members, who are Basset Certified, could hold a fundraiser with alcohol at the Library. Ms. Craig said it could only be a social event because the current policy does not allow fundraising in the Library.

Trustee Kaluzsa was concerned about all meetings, including those at which alcohol is served, being open to the public. Ms. Craig stated if alcohol would be allowed in the Library there would be a new section in the Meeting Room Policy addressing the serving of alcohol. Other areas of the Meeting Room Policy would also need to be revisited. She inquired if this was something this Committee was interested in her pursuing. Trustee Steimle believes if the Park District allows alcohol at events the Library should as well. Ms. Craig will provide further information to the Committee.

IV. Discussion of Draft Technology Comprehensive Plan

Developing a long term comprehensive technology plan is in the Library's Strategic Plan. The Library wants to be innovative and cutting edge, and it wants a comprehensive philosophy and infrastructure and a guiding plan. Brian Dunk, the IT Manager, has created this document with the help of Ms. Craig. Mr. Dunk was unavailable for this meeting.

Ms. Craig would like the full Board to review this plan in February. Ms. Craig asked Committee members to review the plan from a patron perspective and provide feedback.

Ms. Craig provided an overview of the document. Components of the plan include, an executive summary, a technology overview, challenges, and an action plan. The action plan is the fluid part of this technology plan. This is a long term document. If the Library is going to be innovative, we need flexibility to implement new technology and if something is not working, we need to change it. Then we need to provide statistical information.

Trustee Kaluzsa read the plan and thought it was good. The vision statement for the plan is to map current and future goals to satisfy and exceed patrons' expectations, specifically with regard to technology and technology-based services. Trustee Gephart stated the plan looks good and

there are some parts that need more information. Trustee Hampton apologized for not reading the plan and would like an additional Committee meeting with the IT Manager present.

The Committee decided to meet again on Wednesday, January 20, 2020 at 7:00 pm, to review the completed plan before it is presented to the Board in February.

V. Employee Handbook Update

Ms. Craig discussed all of the updates to the Employee Handbook. Changes were made to the following sections, Pay Procedure, Benefits, Closings, Vacation & Sick Time Accruals, Personal Time Off, Excused Unpaid Absences, Reporting Absences, Bereavement Leave, Personal Appearance & Demeanor, Confidentiality, Staff Parking Areas, Library Vehicles and No Solicitation.


Ms. Craig stated that there were no legal changes to the Employee Handbook. **Motion** by Trustee Steimle, second by Trustee Hampton, to recommend to the Board approval of the 2021 updates to the Employee Handbook as presented. **AYES:** Gephart, Kaluzsa, Steimle, Hampton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

VI. Communications and Citizen's Comments – On Non-Agenda Items

No comments.

VII. ADJOURNMENT

Motion by Trustee Steimle, second by Trustee Hampton, to adjourn the meeting at 9:00 pm. Carried unanimously.



Karen L. Kaluzsa
Chair, Policy Committee